

Idaho Assessment Systems Statewide
Assessment Training
Test Delivery System (TDS)
February 9-15, 2017



Objectives

After viewing this presentation, you should be able to:

- Use the TA Interface to start and run a test session
- View student test settings and accessibility resources
- Monitor the testing process
- Pause and stop a test session
- Print test session information
- Exit and log out of the Test Administrator Interface
- Understand the Data Entry Interface

ISAT Portal













Students & Families

Recent Announcements

The Online Reporting System (ORS) is now live! Users will be able to access this system via the ELA/Literacy & Math Assessments, Science & End of Course Assessments, and Alternate Assessments cards found on the home page. As a reminder, Participation Reports will not be available through ORS during the 2016-17 administration. These will now be available through TIDE. ORS will continue to offer Score Reports and Retrieve Student Results data.

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A new announcement will be posted when the updated 2016-17 Test Delivery System Test Administrator (TA) user guide is available. In the meantime, there is a Test Administration Quick Guide available in the ELA/Literacy & Math Assessments Resources section under the subfolder AIR Online Systems - User Guides.

under Students & Families and ELA/Literacy & Math

Please be aware there will be no Test Administration icons for Science & End of Course and Alternate Assessments until these tests go live. Please refer to the Important Dates section for specific go-live dates. Added August 18, 2016

. The 2016-17 TA Certification Course is now available on the portal. The TA Certification can be accessed via the icon found under the ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math pages. This course is mandatory for anyone administering an assessment. Once individuals complete the course, TIDE will automatically be updated to indicate course completion and access to administer test sessions. The TA Certification Course can be accessed via the icon found under the ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math

Added Avaust 16, 2016

Assessments.

Welcome!

This site demonstrates the features that are available on the portals created by AIR to access the assessment systems.

Teacher Scoring Application

Teachers will be able to apply to assist with scoring spring 2017 Summative Assessments later this winter. We will provide more information as soon as the application process becomes available. When applying, teachers who have had experience hand scoring interim assessment items should indicate this on their application.





Idaho Statewide on Edmodo



System Status



Secure Browsers



ELA/Literacy & Math

Assessment Resources



Digital Library by

Smarter Balanced























TA Certification Course (Mandatory)







User is not certified proctor [----]

Log Out



Resources on the ISAT Portal





Get Started ▼

Resources ▼

FAQs

Supported Browsers

ELA/Literacy & Math Assessments - AIR Online Systems - User Guides

Welcome, Diana | Edit Settings | Logout

Resource	Description	
AIR System's User Roles Chart [PDF] Updated September 14, 2016	This document outlines user roles and their various access features for all the AIR online systems.	
Assessment Viewing Application (AVA) [PDF] Updated August 18, 2016	This user guide supports users of the Assessment Viewing Application (AVA). It functions as a component of the Test Delivery System (TDS) that allows users to view assessments for administrative or instructional purposes.	
Data Entry Interface User Guide (Coming Soon)	This user guide supports users of the Data Entry Interface (DEI). The DEI is a component of the Test Delivery System that allows authorized users to enter student assessment data, such as item responses and scores.	
Online Reporting System (ORS) User Guide [PDF] Updated June 3, 2016	This user guide provides information about all ORS's features, including instructions for viewing score reports, test management resources, creating and editing rosters, and searching for students.	
Teacher Hand Scoring System (THSS) User Guide [PDF] Updated August 18, 2016	The user guide is designed to support Scorers and Score Managers using the Teacher Hand Scoring System (THSS) manage and score test responses that require human scoring for the optional Idaho Interim Assessments.	
Test Administrator User Guide (Coming Soon) Test Administrator Quick Guide [PDF] ated August 16, 2016 Actice and Training Test Quick uide [PDF] pdated August 16, 2016	This user guide is designed to help users navigate the Test Delivery System (TDS) including the Student Interface and the Test Administrator Interface, and help support Test Administrators manage and administer testing for students participating in the ISAT tests. Additionally, this quick guide will provide information to help users users access and navigate the Practice and Training tests available in TDS.	
Test Information Distribution Engine (TIDE) User Guide [PDF] Updated September 19, 2016	This user guide is designed to help users easily navigate the Test Information Distribution Engine (TIDE) system.	
TIDE Quick Guide [PDF] Updated September 1, 2016	This document is a Quick Guide to assist with uploading users and students in the Test Information Distribution Engine (TIDE) system.	



Interim vs. Summative Assessments

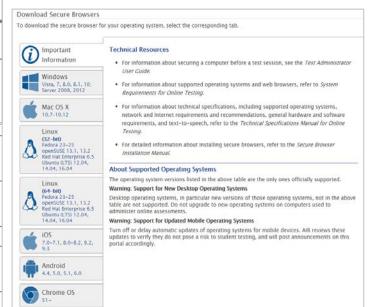
Interim Assessments	Summative Assessments
Allows teachers to check student progress throughout the year, giving them information they can use to improve their instruction and help students meet the challenge of college- and career-ready standards.	Determine students' progress toward college and career readiness in English language arts/literacy and math.
Test can be taken unlimited times or at a different grade level, and begin in Fall semester.	Test is only taken one time in the Spring semester.
Users hand score the short answer and full write test items using the Teacher Hand Scoring System (THSS).	Hand scoring is made possible by Measurement Incorporated (MI).
Interim Comprehensive Assessments (ICAs) test the same content and report scores on the same scale as the summative assessments. Interim Assessment Blocks (IABs) focus on smaller sets of related concepts and provide more detailed information for instructional purposes.	Consist of two parts: a computer adaptive test (CAT) and a performance task (PT).



What Is the Secure Browser?

Supported Operating Systems			
Operating System	ing systems are supported and which secure b Supported Devices	Secure Browser	Related Requirements*
Desktop	эцрупси всясез	Secure Blowser	Related Requirements
Windows	Desktops/Laptops	Windows Secure Browser	Disable fast user
Vista, 7, 8.0, 8.1, 10, 11 ^a Server 2008, 2012	DCSKOPS/EMPLOPS	Wildows Secure Biolises	switching. Server 2008, and 2012 are supported when using a thin client
Mac OS X 10.7–10.12 ^a	Desktops/Laptops	Mac Secure Browser	Depending on your version of OS X, disable the following features:
			Exposé or Spaces Application Launches from Function Keys Updates to Third-Par Apps Updates to iTunes Look-Up Gesture
Linux Fedora 23-25 ^a openSUSE 13.1, 13.2	Desktops/Laptops	Linux Secure Browser	Depending on your distribution, install the following:
Red Hat Enterprise 6.5 Ubuntu (LTS) 12.04, 14.04, 16.04			SoX Verdana True Type font
Mobile		:	:
iOS 7.0, 7.1 8.0-8.2 9.2, 9.3	iPad 2 iPad 3 4th Generation (Retina Display) iPad Air iPad Air 2	AIRSecureTest Mobile Secure Browser 3.1	Use Guided Access, Autonomous Single App Mode, or Automatic Assessment Configuration.
Android 4.4, 5.0, 5.1, 6.0 ^a	Google Nexus 10 Motorola Xoom Samsung Galaxy Note (2014 edition) Samsung Galaxy Tab (3 and 4) LearnPad Quarto	AIRSecureTest Mobile Secure Browser 2.1	Enable the secure browser keyboard.
Chrome OS 51+	Chromebooks	AIRSecureTest kiosk application	Chromebooks must be in kiosk mode.
Windows 8.0, 8.1, 10, 11 ^a	AIR supports any tablet running Windows 8.0, 8.1 Pro, and 10, but has done extensive testing only on Surface Pro, Surface Pro 3, Asus Transformer, and Dell Venue.	Windows Secure Browser	Disable fast user switching.

The secure browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing.





If you have questions about installation of the secure browser, contact your Technology Coordinator.



Secure Browser Installation Manual.

TA Interface

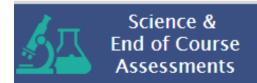
Available Now:

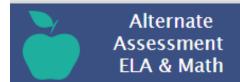
- New colors in Test Selection Tree
- Relocated "Approved"
 All" button
- Detailed information on why a student has left a test session.



Logging in to the TA Interface

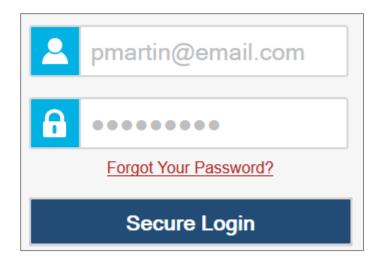






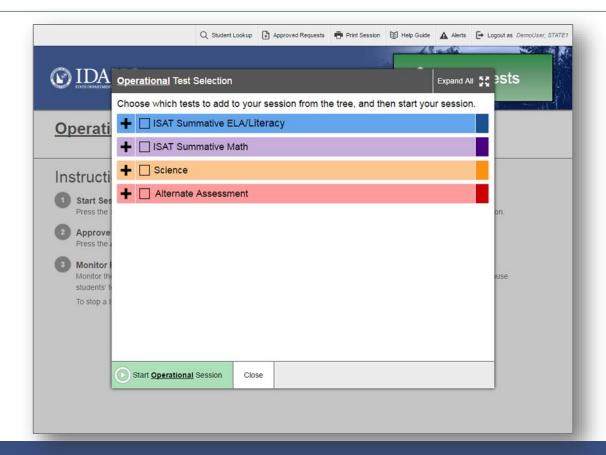




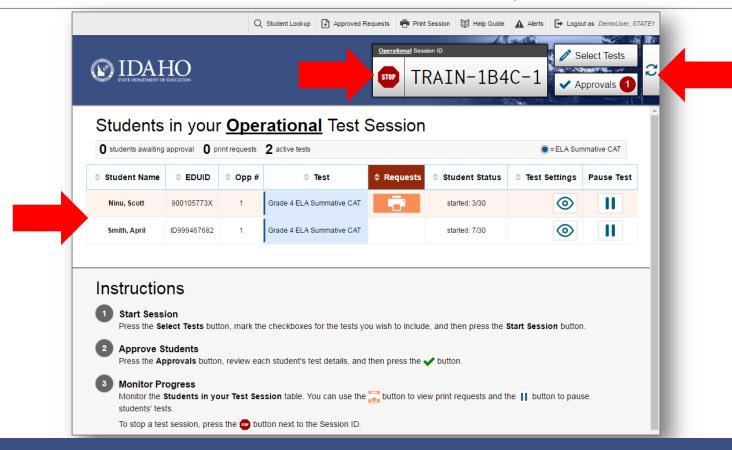




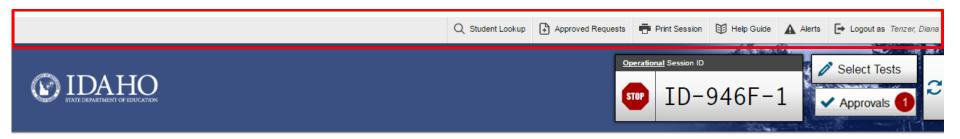
TA Interface: Overview



TA Interface: Overview (continued)



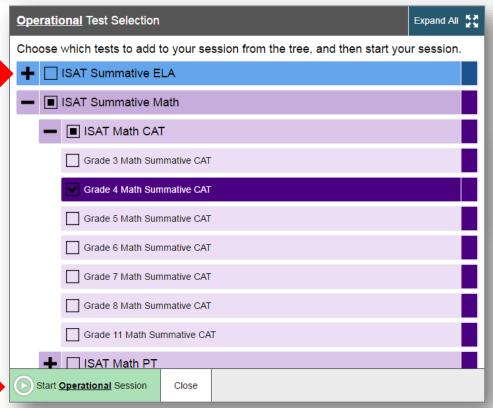
TA Interface: Banner



Students in your **Operational** Test Session

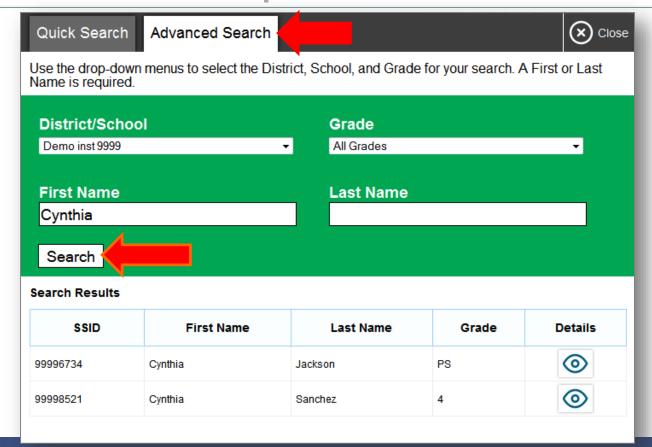
1 students awaiting approval 0 print requests 0 active tests

Create a Test Session



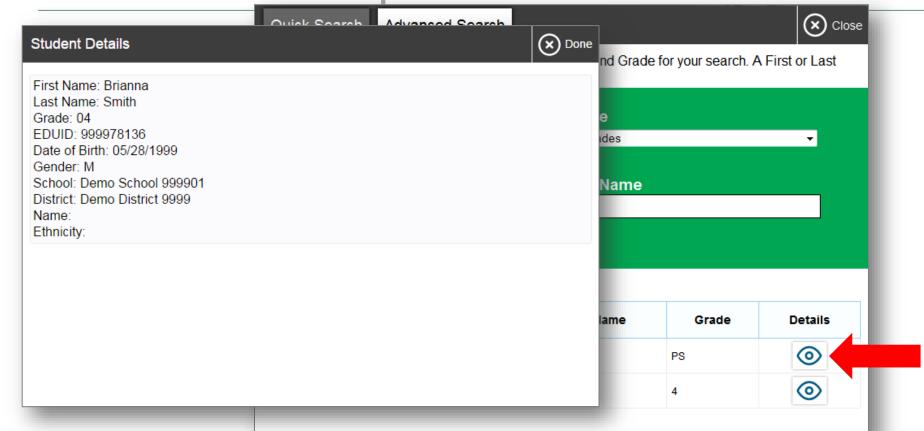


Student Lookup

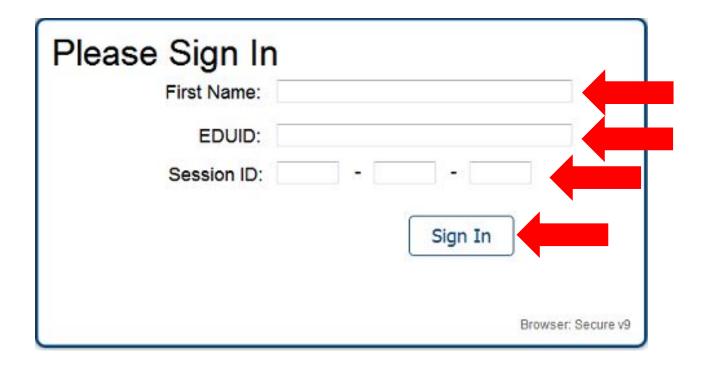




Student Lookup



Student Login

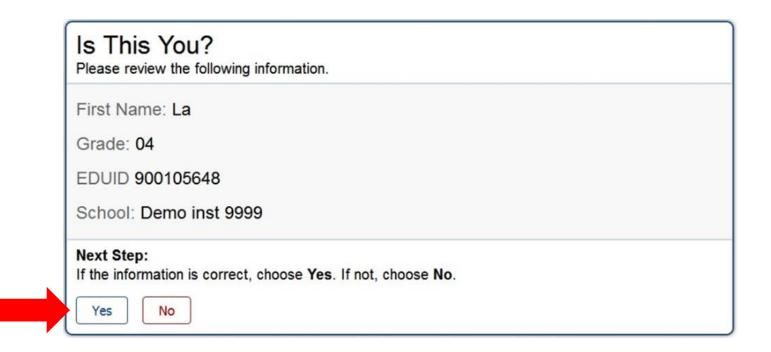


Login Errors

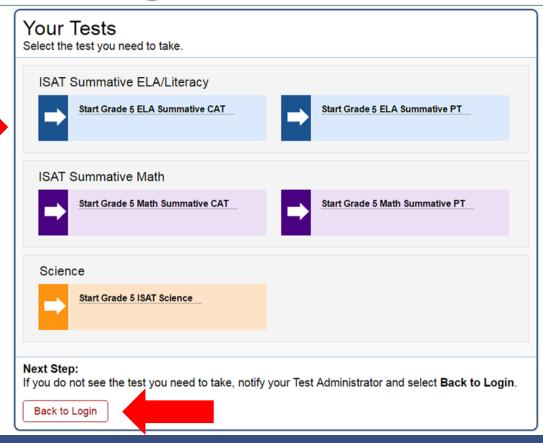
Issue	Error Message	What to Do
Student first name and EDUID do not exactly match what is in TIDE.	Please check that your information is entered correctly. If you need help, ask your Test Administrator.	Verify that the student has entered the correct first name and EDUID exactly as they appear in TIDE. You may need to use the Student Lookup Tool, which is located in the Test Administrator Interface, to verify that the student is in the system.
Student enters the session ID incorrectly.	The session is not available for testing.	Verify that the student has entered the correct Session ID with no extra spaces or characters.
Student enters a session ID for an incorrect or expired session.	Session has expired.	Ensure that the student enters the correct Session ID for the current session. If this does not work, verify that your session is open using the Test Administrator interface.
One person (either the TA or the student) is using the Operational Test Administration Site, and the other is using the Practice Site.	The session is not available for testing.	If taking a practice test, make sure that you and the student are both on the Practice Site. If taking an operational test, make sure the student is using the Secure Browser, and you are using the Operational Test Administration Site.



Student Login and Test Selection

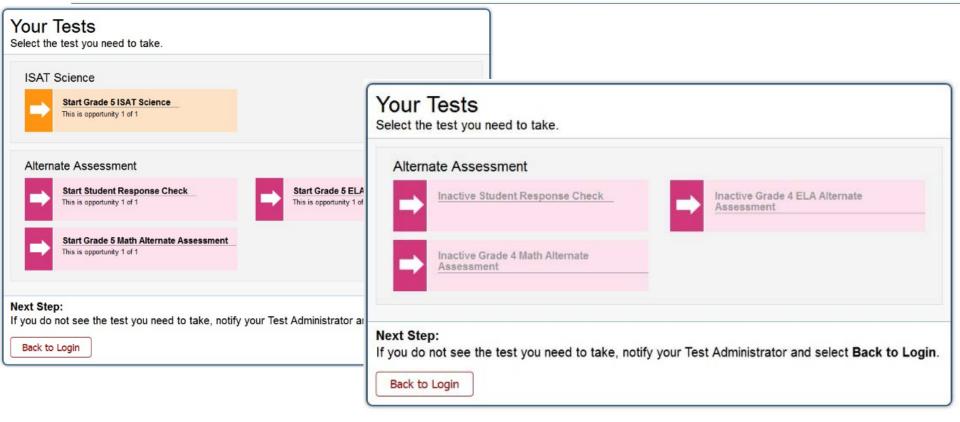


Student Login and Test Selection



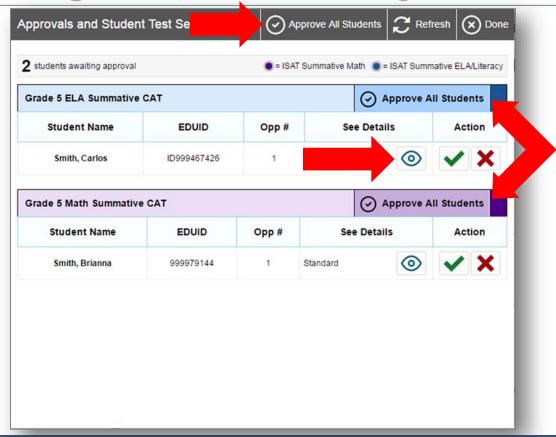


Test Selection Page (continued)

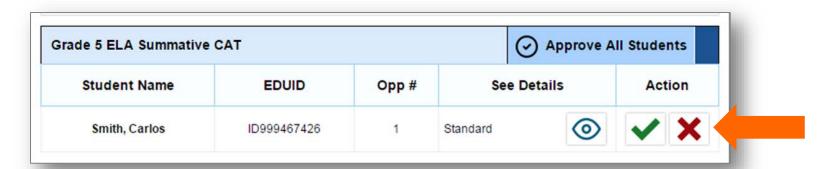




Approving Student Entry



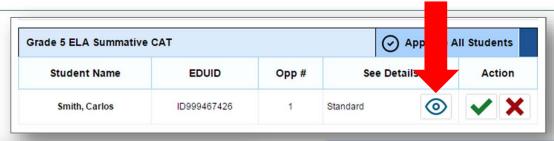
Denying Student Entry

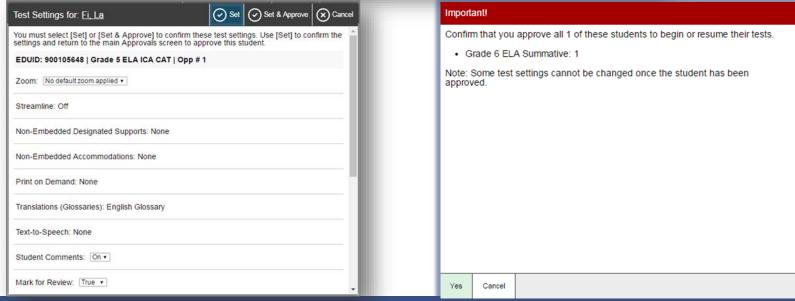


Deny entry to a test session in these circumstances:

- The student is not supposed to enter this session.
- The student's demographic information is incorrect.
- The student's required accommodations are incorrect.

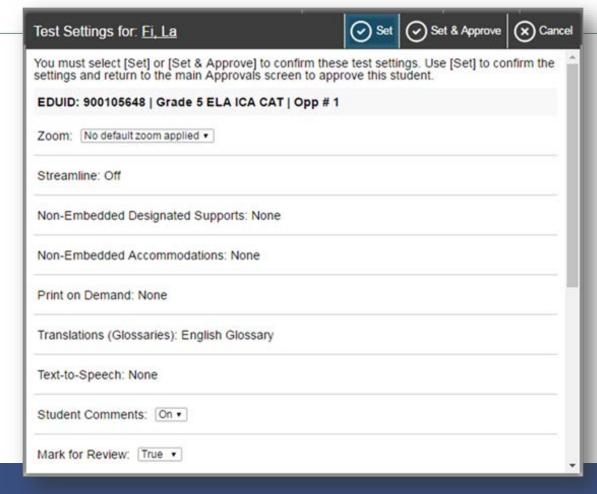
Editing Student Details: See/Edit Details





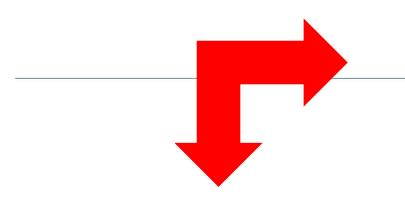


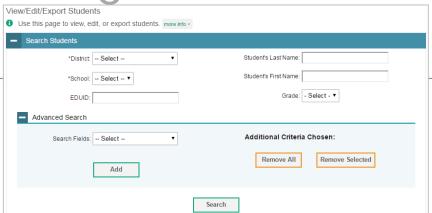
Editing Student Details: Turn Settings On and Off

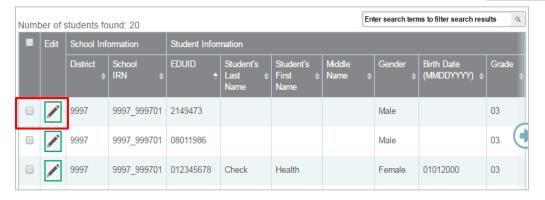


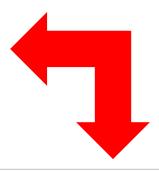


Off-Grade Level Testing









-	Interim Eligibility	
	Interim Testing Grade	
	Mathematics: None selected ▼	
Е	english Language Arts: None selected ▼	



Login Confirmation

Is This Your Test?

Review the following test settings.

Session ID: TRAIN-1B4C-1

G4 ELA Summative CAT

Presentation: English

Strikethrough: TRUE

Masking: FALSE

Mark for Review: TRUE

Print on Demand: None

Color Contrast: Black on White (default)

American Sign Language: Off

Highlighter: TRUE

Translations (Glossaries): English Glossary

Expandable Passages: Expandable Passages On

Streamline: Off

Text-to-Speech: No Text-to-Speech

Audio Transcriptions: Disabled

Mouse Pointer: System Default

Permissive Mode: Permissive Mode Disabled

Student Comments: Notepad

Zoom: No default zoom applied

Next Step:

If the test name and settings are correct, choose Yes. If not, choose No.







Sound Check

Text-to-Speech Sound Check

Make sure text-to-speech is working.



Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Next Step:

If you heard the voice clearly, choose I heard the voice. If not, choose I did not hear the voice. To continue testing without checking text-to-speech, choose **Skip TTS Check**.



I did not hear the voice

Skip TTS Check

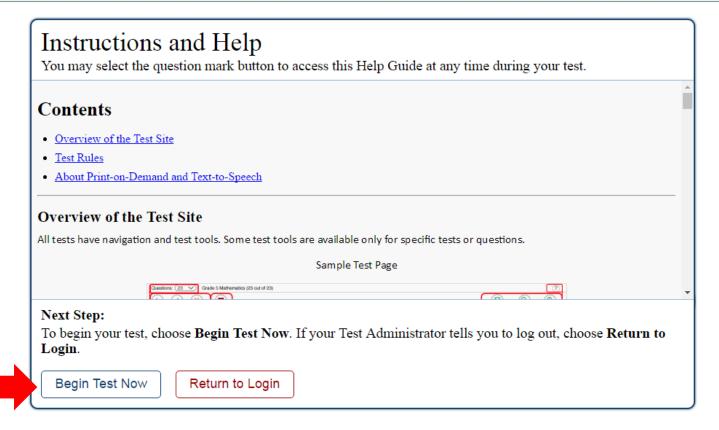
Sound Settings

Current Voice Pack: MS-Julie

Use the sliders to adjust the available text-to-speech settings.

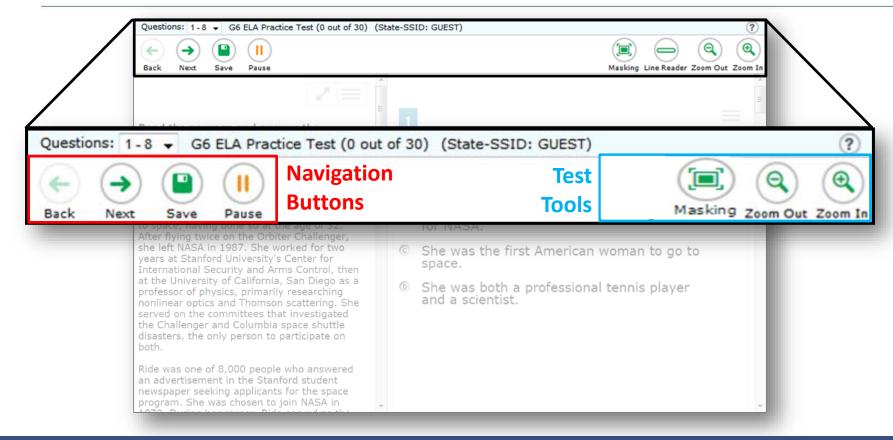


Instructions and Help Screen





Test Interface

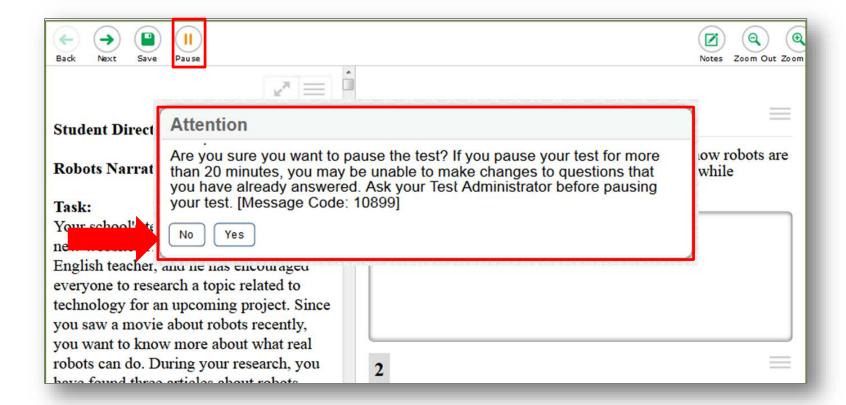




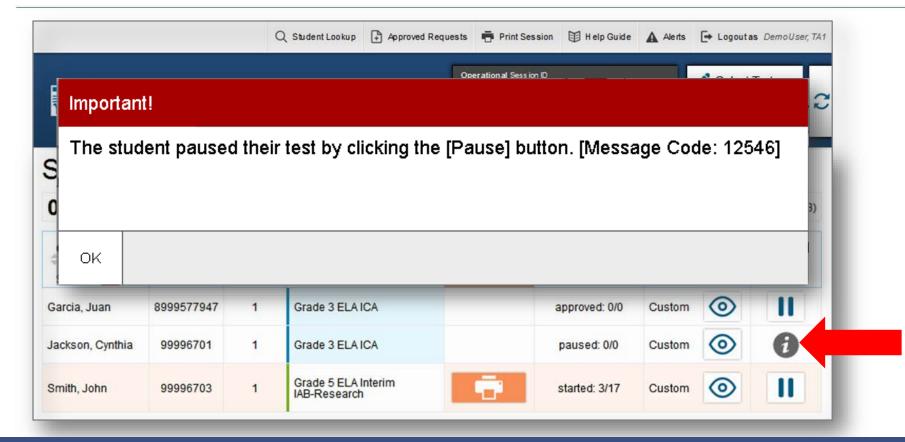
Test Pause Rules

- For any tests that have been paused for less than 20 minutes, students returning from a break in testing can revisit any items in the current test segment and change their answers if desired.
- Students taking a CAT or Science test who have paused their tests for longer than 20 minutes may only return to the most recently visited page containing unanswered test items in the current test segment. They may change any answers present on this page but may not access any items on previous pages or in previous segments of the test. Make sure students understand this rule.
- If all items on the most recently visited page were answered prior to pausing, the student will resume the test on the next page with unanswered items and will not be allowed to access previous pages or segments of the test.

Test Pause



Detailed Pause Information

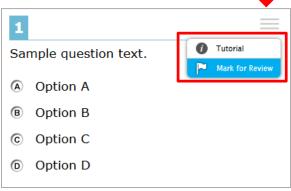


Context Menus



Context menus allow students to:

- Mark items for review
- View item tutorials
- Send print requests to the TA (if available)
- Access additional features depending on test settings and item types



ISAT ELA/Math/Science & Science EOC – Universal Tools

Universal Tools are access features of the assessment that are either provided as digitally-delivered components of the test administration system or separate from it. Universal tools are available to all students based on student preference and selection.

- Breaks
- Comments Feature
- Digital Notepad
- English Glossary
- Expandable Passages and Items
- Global Notes
- Highlighter
- Item Tutorial
- Keyboard Navigation
- Mark for Review
- Math Tools

- Desmos Calculator
- Paginated Stimuli (Available This Winter)
- Periodic Table (Chemistry only)
- Scratch Paper
- Select Previous Version
- Spell Check
- Strikethrough
- Thesaurus
- Writing Tools
- Zoom



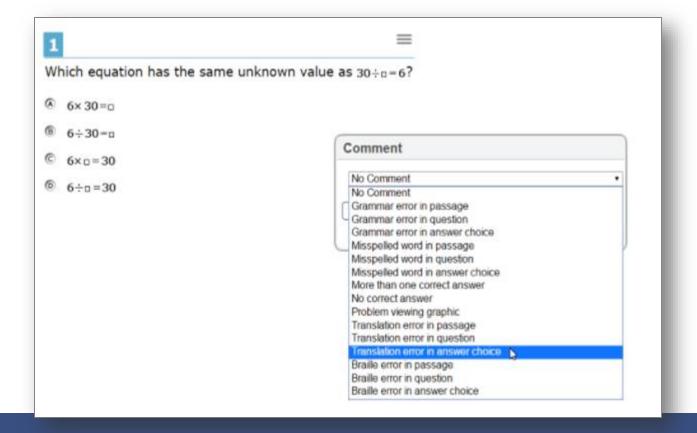
Alternate Assessments ELA & Math – Universal Tools

Universal Tools are access features of the assessment that are either provided as digitally-delivered components of the test administration system or separate from it. Universal tools are available to all students based on student preference and selection.

- Breaks
- Color Contrast
- Digital Notepad
- Global Notes
- Highlighter
- Item Tutorial
- Keyboard Navigation

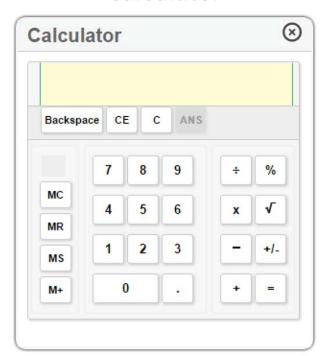
- Masking
- Mark for Review
- Permissive Mode
- Print on Demand
- Strikethrough
- Print Size/Zoom
- Text-to-Speech
- Volume Control

Comments Feature To Report Item-level Concerns



New Desmos Calculator

AIR's Legacy Standard Calculator

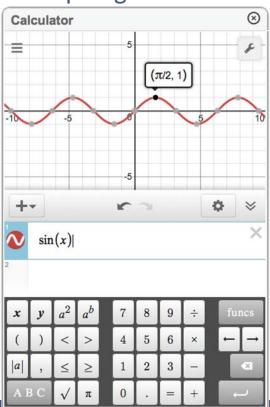


Desmos Standard Calculator

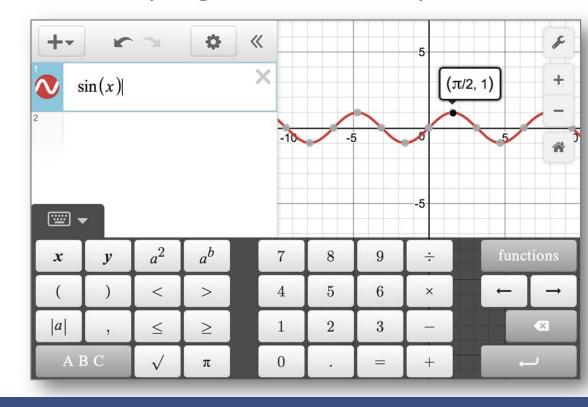


Desmos Calculator (continued)

Graphing Calculator



Graphing calculator when expanded.



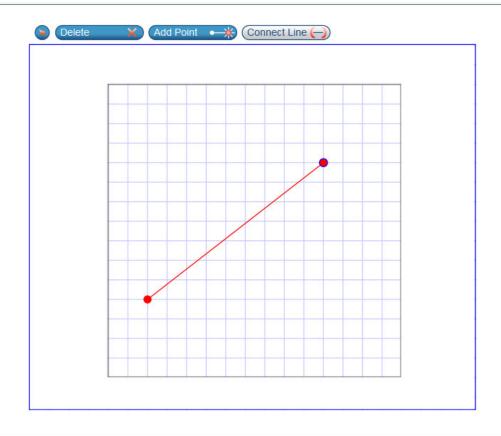


Desmos Calculator (continued)

Students can practice using the calculator now using the Interim assessments or by visiting desmos.com (at school or at home):

- https://www.desmos.com/fourfunction
- https://www.desmos.com/scientific
- https://www.desmos.com/calculator

Test Items: Example of an Interactive Item

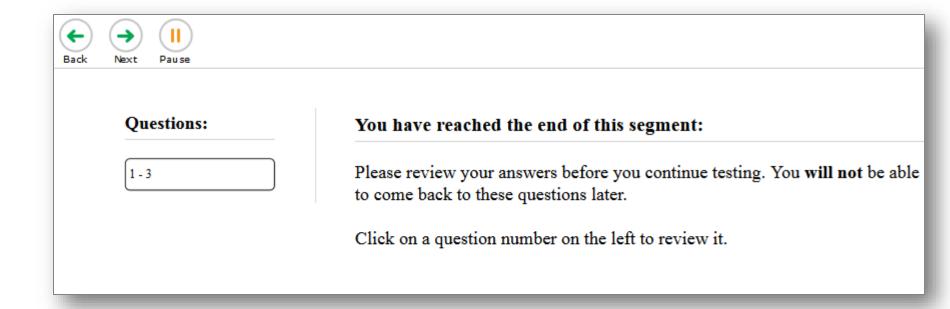




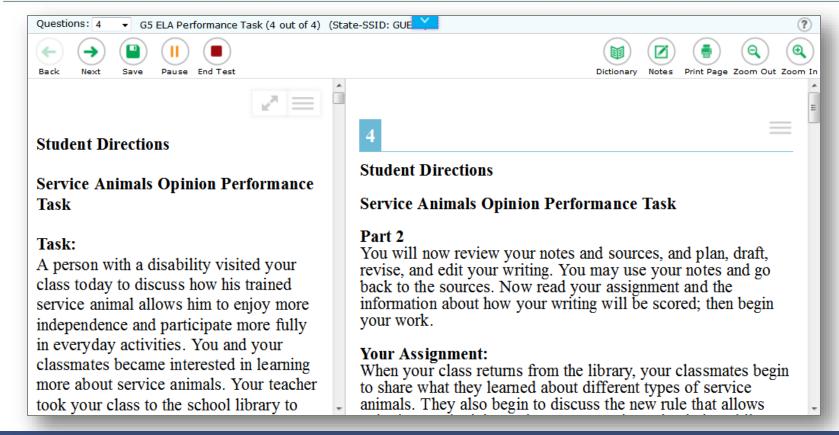
Test Items: Video Playback



End of Segment

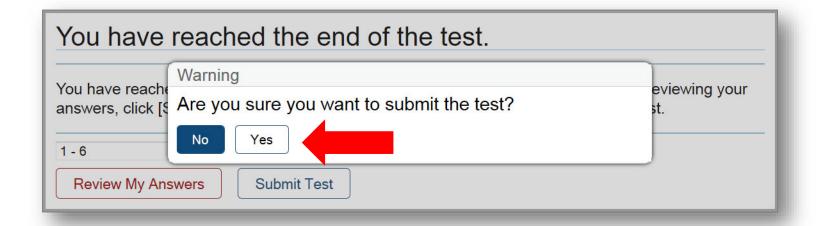


Test End





Test End

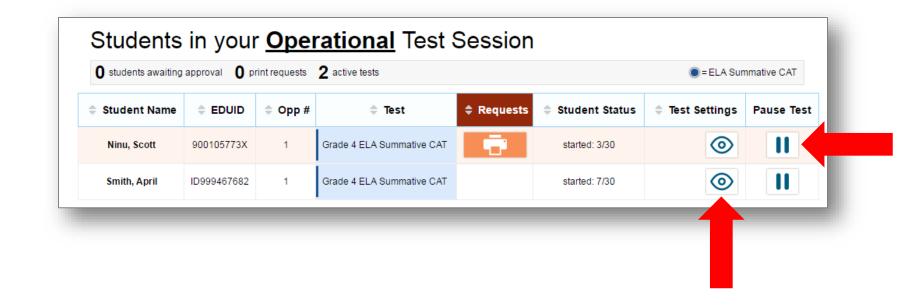


Test Timeout

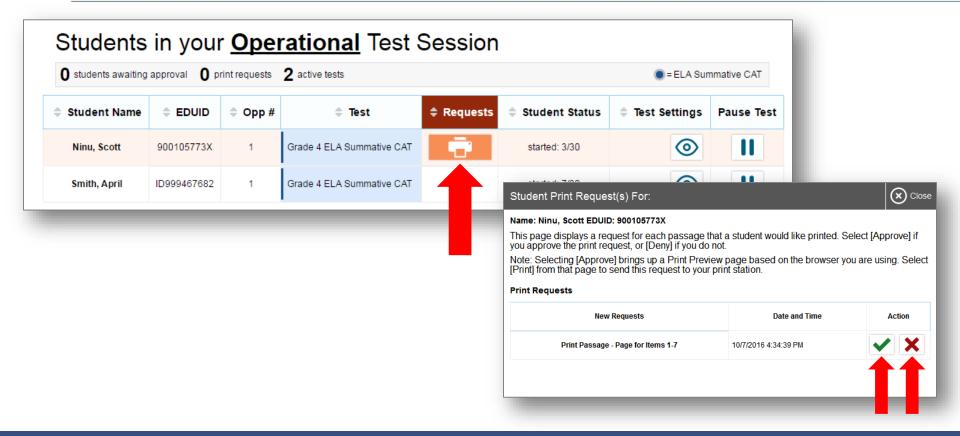
Test Timeout Due to Inactivity

- As a security measure, after 30 minutes of test inactivity, students are logged out and their tests are paused automatically.
- Inactivity is determined by whether the student is interacting with the test by selecting answers or using navigation tools. Clicking an empty space on the screen is not considered activity.
- Students will receive a warning message prior to being logged out and must click **OK** on the pop-up message within 30 seconds in order to avoid automatic logout and pausing of their test.
- If a student's test is paused due to inactivity, the same rules apply as when the student intentionally pauses the test.

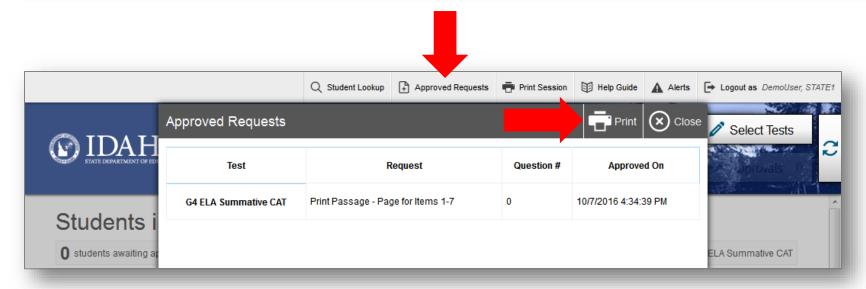
Monitoring Student Status



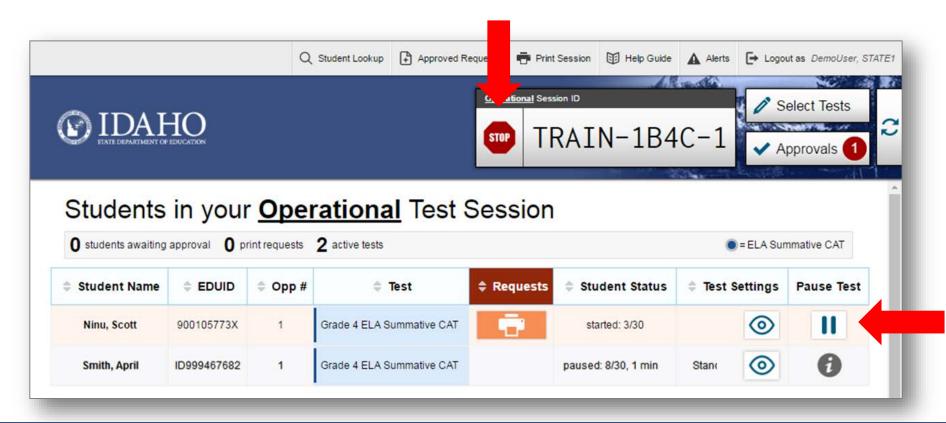
Print on Demand



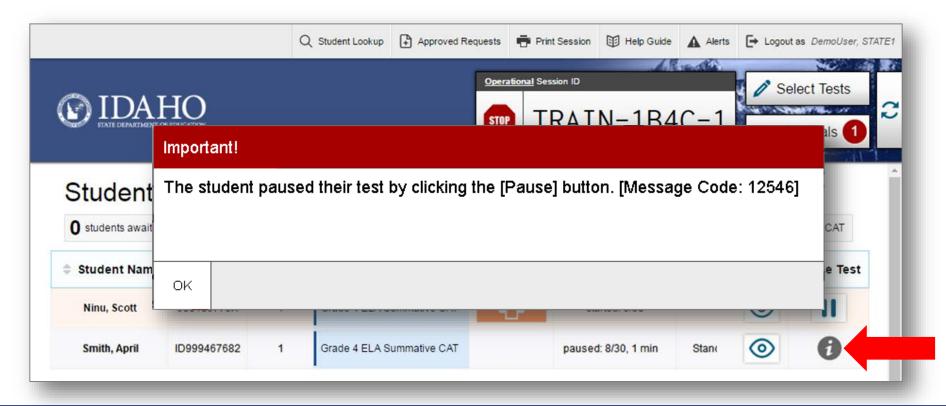
TA Interface: Approved Requests



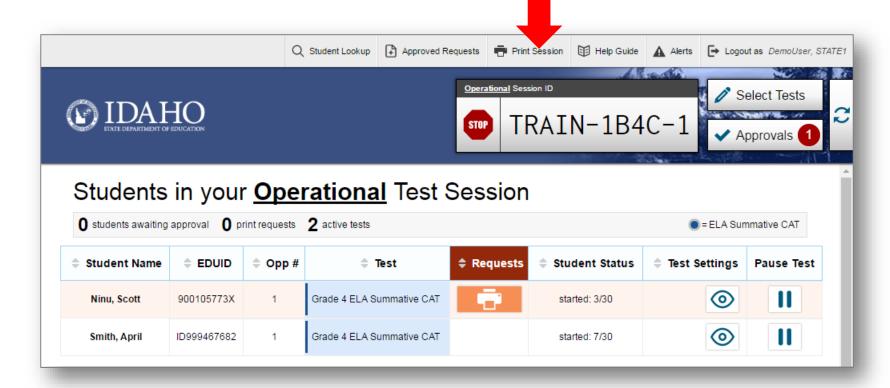
Pausing and Stopping Sessions



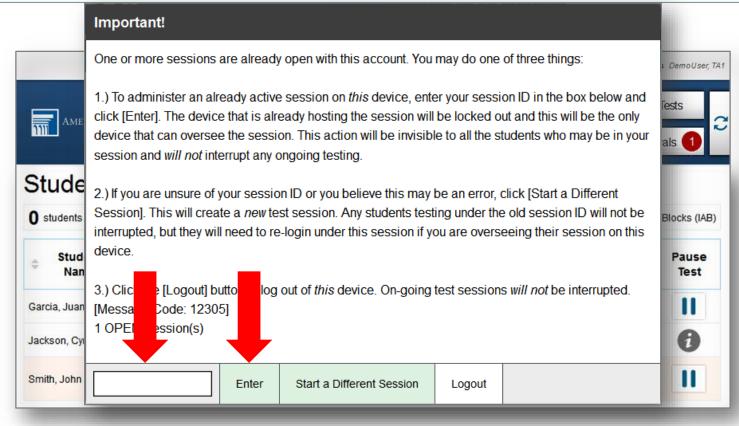
Pausing and Stopping Sessions



Printing Test Session Information

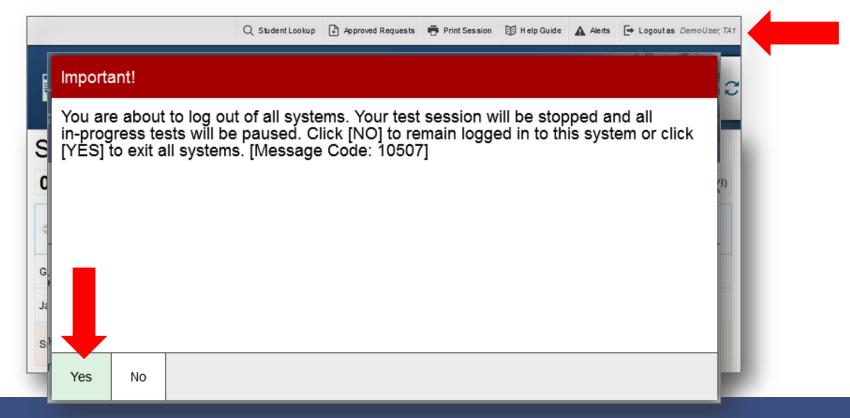


Transferring Sessions





Logging Out of the TA Interface





Troubleshooting

Description	What to Do
What should I do if a session ends?	Log in and start a new session. Provide the students with a new session ID.
What should I do if a student gets logged out of a test while a session is still active?	If a student's test session is interrupted, the student should log back in and rejoin the session.
What should I do if forbidden applications are running?	The secure browser will not allow the student to begin testing if forbidden applications are running. You will see messages advising you which applications must be closed before testing can begin.
What should I do if a student's test freezes?	Force quit the secure browser and log back in. For instructions, refer to the <i>TA User Guide</i> .



Troubleshooting (continued)

Description	What to Do
What should I do if a student took a test using an incorrect EDUID?	Contact the Idaho Help Desk to have the test reassigned to the correct EDUID.
What should I do if a student tested with incorrect designated supports or accommodations?	This is handled differently depending on whether the designated supports are incorrect, or the accommodations are incorrect and how far along the student is in the assessment. The test may need to be continued once correct supports or accommodations are set, or reset (started over). Please refer to the TAM, and documentation on submitting test improprieties for more information.

Data Entry Interface (DEI)

How the DEI is used:

- To complete the Learner Characteristic's Inventory (LCI) to enable student eligibility for Alternate Assessments
- To enter student responses from paper and pencil tests and braille tests.

Accessing DEI













Recent Announcements

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Test Administration











Digital Library by Smarter Balanced



AIR Ways Reporting











Test Administration

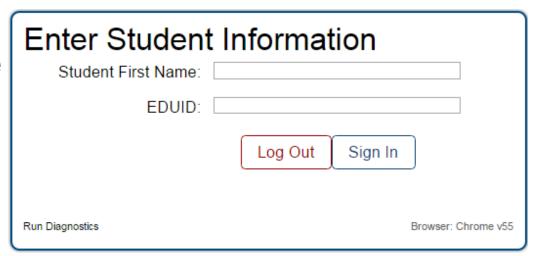




Accessing the Data Entry Interface

You will be prompted to enter information for the student you are testing.

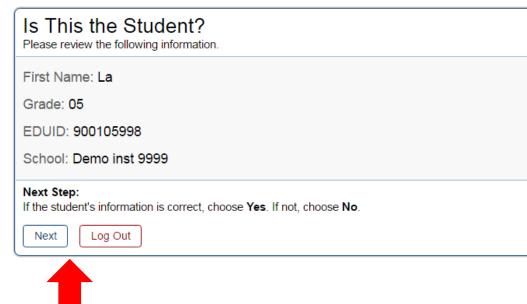
Enter the student's first name and EDUID, then click **Sign In**.



Accessing the Data Entry Interface

Verify that the student's demographic information is correct.

If any information is incorrect, click **Log Out** and then contact your test coordinator. If all of the student's information is correct, click **Next**.



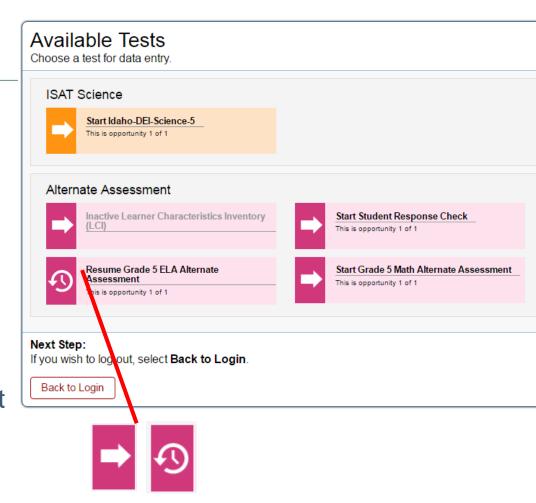


Test Selection

Click the appropriate test for the student.

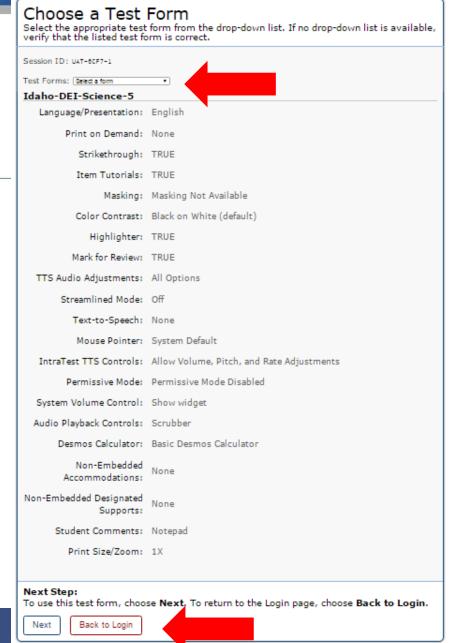
Solid arrow: The test has not been started and no data has been entered.

Circular clock: The test has been started and data has been entered, but that the test has not been submitted.



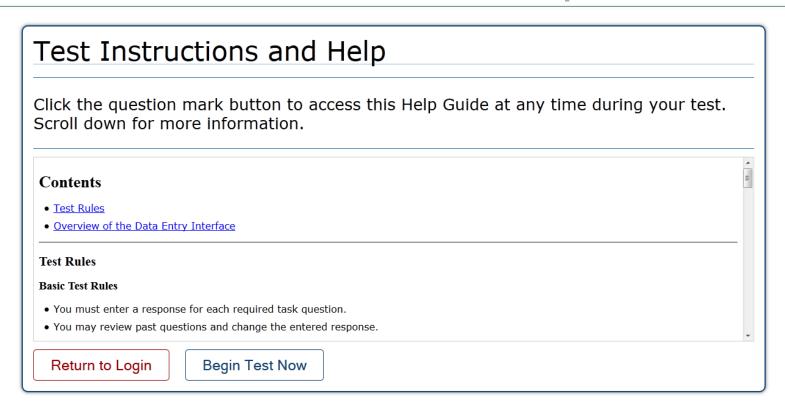
Test Selection

Select the correct test form from the drop-down menu.

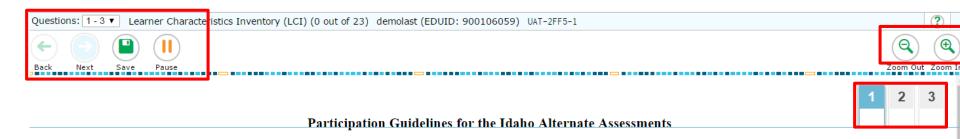




Test Instructions and Help Screen

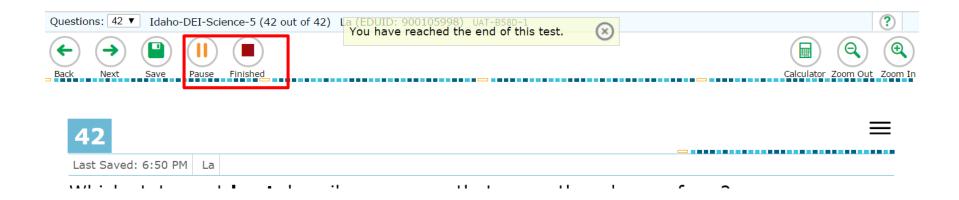


Entering Data



The criteria for participation in the Idaho Alternate Assessment reflect the pervasive nature of a significant cognitive disability. All content areas should be considered when determining eligibility for these assessments. Thus, a student who participates in the Alternate Assessment in ELA, Math or Science is included.

Submitting the Test



- You must click the **Finished** button in order to submit the test. Data not submitted this way by the close of the test window will not be accepted for scoring.
- After clicking Finished, a popup appears. Click Yes to continue.

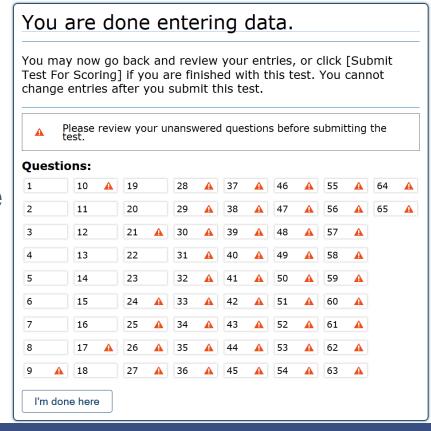
Attention

You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on the test. [Message Code: 10900]

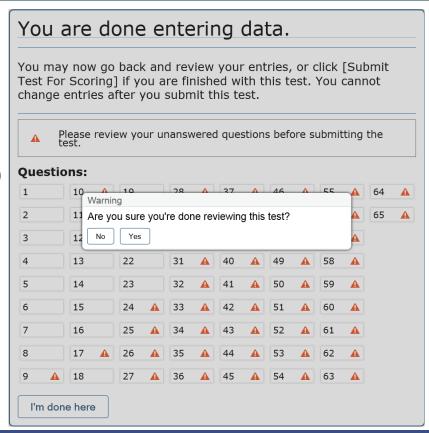




- You will receive one more opportunity to review your entries.
- You may review your entries again or submit the test for scoring.
- You must click the I'm done here button in order to submit the test.



- Click Yes to submit the test.
- Click No if you still need to review answers.
- Once submitted, the student's test is final.



Done Reviewing Test

The test was submitted. You may view the test details below.

Test Reviewed As: (EDUID: 900105998)

Test Name: Idaho-DEI-Science-5

Data Entry Completed On: 1/31/2017

If you wish to review another test, you must log out and then log in again.

No scores are reported for this test.

Next Step:

To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out.**

Log Out

Enter More Data for This Student

Enter Data for a Different Student

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.



Further Information

- If you have general questions or need further information visit the ISAT portal or consult the Idaho Help Desk for assistance.
- ISAT Portal: http://idaho.portal.airast.org/
- Idaho Help Desk Contact Information:
 - Customer Support Email: lDHelpDesk@air.org
 - Customer Support Phone: 1-844-560-7365
 - Hours of Operation: Monday Friday 8:00 am to 8:00 pm MT
- SDE contact information for implementation or policy guidance:
 - Nancy Thomas Price: 208-332-6988
 - Heidi Arrate: 208-332-6909